# How to Find Fiscal Year Circulation from Your *Overdrive* Account

The Bibliostat Collect survey asks for circulation of downloadable materials from *Overdrive*. We also want to separate the total (as much as possible) into Adult and Children's circulation. Here is how you can determine this count. We will try to prefill these numbers for you; however, the instructions for finding these numbers are as follows:

1. Log into your *Overdrive* marketplace account by going to the following website: http://marketplace.overdrive.com (Contact Susan Knisely or Devra Dragos if you can't locate your user ID and password.)
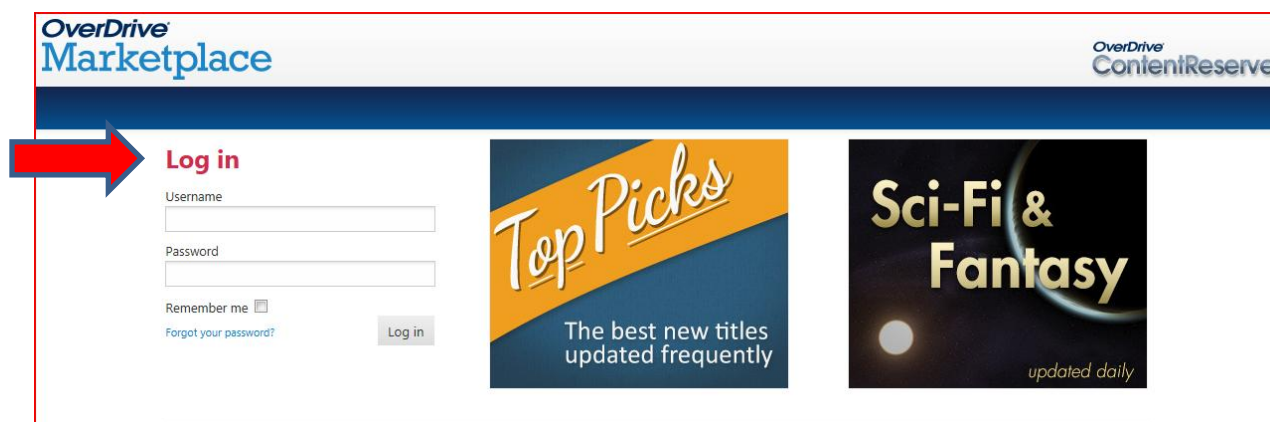
2. Click on the "Reports" tab in the blue bar at the top of the *Overdrive Marketplace* screen.
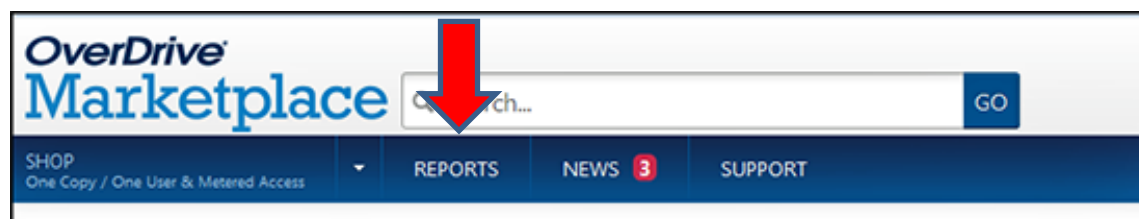
3. On the next screen, click on the "Circulation Activity" button under the **Collection Usage** category.
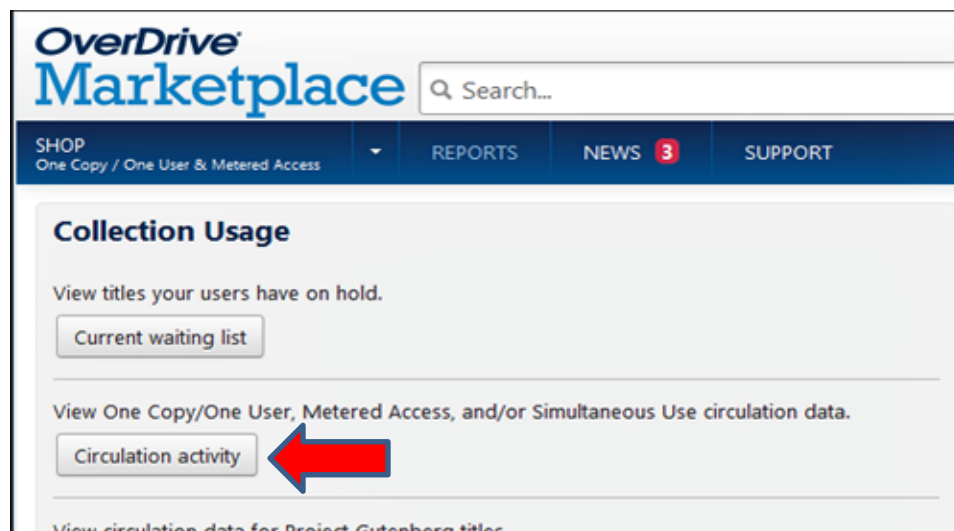
4. You need to find the total number of checkouts for your library during the fiscal year covered by the 2014-2015 survey. First you need to run a **new report** by clicking on "Run new report" in the bottom right corner.

5. Next, select the parameters for your search.

    a. Select checkouts by **Branch (Important)**

    b. Highlight your library from the drop-down list of branches.

c. Choose **"All formats."**

d. Change Period type to "**Specific**" and enter the start and end dates of the fiscal year for the current *Public Libraries Survey* in the "**Start Date**" and "**End Date**" fields and type in the dates using the format MM/DD/YY.

e. By Website, choose **"Standard and Mobile."**

6. Once the report form is configured, click the "Update" button.

7. The resulting report should look like the example below.
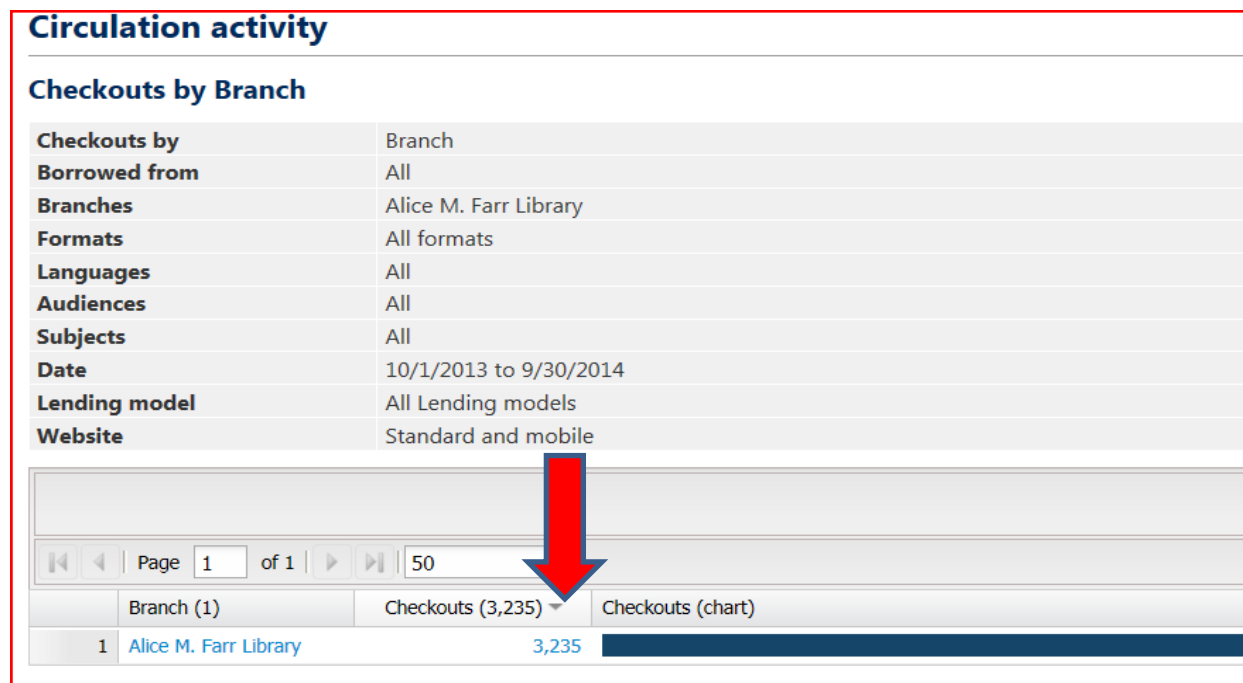
On this report, the number of total checkouts for the fiscal year is shown at the bottom, next to the name of the library.

NOTE: This is your Total Circulation. You will then need to subtract the Children's Circulation from this figure to get the Adult Circulation.

8. To get the children's circulation, click the "Run new report" button to go back to the Circulation activity report form. Choose checkouts by **"Subject"** from the drop-down list. After updating, you can view the list, or select "Create Worksheet" to generate a spreadsheet of the counts.

You will see a list of subjects in one column and the number of checkouts in the subject in the next column. You should note that this total Checkout figure is skewed, as many titles are listed in multiple subjects (e.g. Fiction and Mystery).

9. To find the children's circulation for the year, add the totals of these subjects if they appear in your report:

> Juvenile Fiction
> Juvenile Literature
> Juvenile Nonfiction

This total will be the children's circulation of downloadable materials for the fiscal year. Subtract this count from the total circulation obtained in the first report to get the count of the adult circulation.